

Weekly Report for Week Ending 22 July 1959  
from  
RECORDS DISPOSITION BRANCH

1. Contributions

a. RMS Demonstrator File on Subject-Numeric System

25X1

Completed stocking file cabinet with unclassified material including:

1. Drawer demonstrating proper Agency-Subject Numeric filing.
2. Correspondence arranged under several non-standard systems.
3. Filing manuals reference library from Government and industry.
4. Training materials used in teaching Agency filing.

2. Assignments

25X1

a. Shelf Filing

OO/Contact Division/  
OTR/Assessment and Evaluation Staff  
OCR/IR/FE/NEA  
Office of Security/Building 13  
OP/Records and Services Division/Test Installation

25X1

No change from previous report.

OTR/Operations School/Headquarters Training

Floor plans and secure area approved by the Office of Security. Requisition will be prepared when OTR selects plan most suited to their needs. An expected reduction of 30% to 50% of material presently on hand is a major factor in their selection.

b. Records Schedules

25X1

FI Support Staff

No change from previous report.

25X1

Executive Registry

No change.

25X1

New Building Site

Schedule typed and being coordinated.

25X1

Schedule being prepared for  Headquarters records.

25X1

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**CONFIDENTIAL****c. Records Systems**

Refresher Training in Filing [ ] 25X1

Agreed on timing of announcement in OTR Bulletin with R/TR. ✓  
 Continued work on visual aids and workshop materials.

Review of Clerical Training in Filing [ ] 25X1

New color slides used by OTR/CT for first time 21 July.

Reviewed critique of course with [ ] of 25X1  
 DD/B who monitored last week's sessions.

Master Index to Subject Filing Handbook [ ] 25X1

Added modifications used in ORR files to card index.

**d. Special Projects**

OSS/RI Archives [ ] 25X1

Inventory being reviewed.

DD/P Support Staff Files [ ] 25X1

No change from previous report.

**3. Vital Materials** [ ] 25X1

Received a request from the DD/S-SPA for assistance in  
 establishing an interim index to the Emergency Planning Officer's files.  
 However, [ ] asked that no change be made in the present file  
 arrangement or the folder titles until he can discuss it with Mr.  
 [ ] the EPO, who will return from leave on 3 August,

[ ] Personnel Office, asked that a more complete  
 identification of certain personnel deposits be included on the  
 availability register. We agree that the present identification is  
 inadequate but a review of the requested changes indicates that they  
 are too lengthy and would require in some cases 12 to 15 tab cards.  
 These can be scaled down. A meeting will be held with [ ]  
 to discuss this matter. 25X1

[ ] Chairman of the DD/I, VM Committee, has been ✓  
 appointed Vital Materials Officer for OCR in lieu of [ ] 25X1

**Microfilming of Vital Materials**

OCR/GR Ground photo collection if 70% complete.  
 Personnel is 90% complete.

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1. Contributions - Tangible

- a. Followed up on Graphics Register's open reference card file which, on our recommendation, was purchased for \$134. in lieu of mechanized equipment that would have cost from \$875 to \$1,150. Open file is very satisfactory.

2. Assignments - Active

- a. Revision and Reorder of Overnight Storage Boxes - No change since 27 May when a representative [ ] agreed to make a mockup of the redesigned storage box. The company representative has been asked to contact me on this.

25X1

- b. Records Disposition Workshop - Viewed the workshop slides using the facilities of the [ ] and determined that no slides will have to be reworked.

25X1

- c. DD/P Trainee Program - Completed training [ ] in Correspondence Management.

25X1

- d. Revision of Courier Receipt and Log Record - Redrafted the form from suggestions that stemmed from our 7 July ARO meeting. Coordinated the draft with seven offices of primary interest.

- e. Agency Chain Envelope.

- f. Thermofax Addressing Labels - Developed a flier for [ ] review, publicizing the use of these labels.

25X1

3. News

- a. The files in the Office of the Chief, Graphics Register Division, are being revitalized according to the subject-numeric system. The system that we installed in April 1957 was not kept up by Mr. [ ] former secretary.

25X1

25X1

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